



JOB OPPORTUNITY

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Announcement Number: 06-329 Amended to include specialized experience
Position Title: Supervisory Billing Analyst
Series and Grade: PG-0501-13
Salary Range: \$77,353 - \$100,554 PA
Promotion Potential: None
Opening Date: 02/01/06
Closing Date: 02/22/06
Location of Position: Finance and Administration, Plant Controller, Plant Production Branch, Plant Billing Section, Washington DC
Number of Openings: One (1)
Type of Appointment: Permanent
Work Schedule: Shift 1
Who May Apply: All U.S Citizens

ABOUT THE GPO:

Today, the GPO is at the epicenter of technological change as it embraces its historic mission while looking to the digital future. The men and women of the GPO are hard at work transforming the agency into a digital information processing facility that will continue Keeping America Informed into the 21st century and beyond. Come be a part of history in the making as the largest information processing, printing, and distribution facility in the world transforms into a revolutionary digital facility.

MAJOR DUTIES:

The incumbent serves as Chief, Plant Billing Section with responsibilities developing methods and procedures for plant billing functions. He/she plans, coordinates, directs and controls plant printing and binding billing review functions for customer agencies and Congress. Develops Plant billing charges and reviews estimates exercising judgment in processing billing jackets for all Plant printing and binding orders. Compares and analyzes monthly variances between billed amount and summary costs and analyzes and resolves irregularities in production costs. Maintains control records of data for Congressional Printing and Binding Appropriation hearings and reports. Prepares budget estimates and develops appropriate supporting documentation to adequately reflect the needs of the Section. Responsible for ensuring funds for personnel compensation, including overtime, do not exceed budgetary limitations. Performs a variety of supervisory functions such as: plans and assigns work, assures timely and satisfactory performance of work, approves sick/annual leave and vacation schedules and oversees attendance, provides for training of employees, counsels employees and attempts to alleviate employee grievances or dissatisfactions, cautions about work deficiencies, takes corrective actions when needed, and makes recommendations for awards. Incumbent may act in the absence of the Branch Chief.

QUALIFICATIONS NEEDED:

Applicants must possess 52 weeks of specialized experience at the next lower grade level. Specialized experience is experience developing Plant Billing charges and reviewing estimates exercising judgment in

processing billing jackets for all Plant printing and binding orders and/or Supervisory or Management Experience. All qualification requirements must be met by the closing date of this announcement.

HOW YOU WILL BE EVALUATED:

If you meet the qualifications described above, you will be further evaluated based on your narrative responses to each knowledge, skill, ability and other characteristic (KSAO) listed below. Your narrative responses should explain how your experience, education, training, awards and appraisals demonstrate that you possess each KSAO. When describing your KSAOs, please be sure to explain how often you used the skills, the complexity of the knowledge you possessed, and give examples of problems handled and results achieved. Please limit your narrative response statements to one page per KSAO.

You must submit separate narrative response statements for each KSAO with your application package.

Knowledge, Skills, and Abilities and Other Characteristics required for this position:

1. Demonstrates skill in planning, organizing and directing the work of employees.
2. Knowledge of office practices, procedures, and forms necessary to maintain accounting information relating to labor and productions costs.
3. Knowledge of the interrelationship of accounts and the effect of debit and credit transactions on the cost system of ledgers.
4. Knowledge of accounting policy, billing procedures, and reporting systems.
5. Ability to communicate effectively with management and staff.
6. Ability to communicate effectively in writing to develop programs and projects.

HOW TO APPLY:

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

STEP 1: Complete a resume or an Optional Form 612 “Optional Application for Federal Employment” (OF-612). The OF-612 is available electronically at http://www.opm.gov/forms/pdf_fill/of612.pdf. If you submit a resume, make sure it contains all the pertinent data requested in the OF-612, including your social security number. To assist you in sending in a complete resume, use our checklist at: http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf.

STEP 2: Prepare separate narrative responses to each of the KSAOs listed in this announcement.

STEP 3:

Current and Former Federal Employees: Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal as proof of status or reinstatement eligibility. GPO Employees may obtain a copy of their SF-50 and Performance Appraisal from the Human Capital Business Center in Room C-106. All time in grade requirements must be met by the closing date of this announcement.

Applications will be accepted from both status and non-status candidates. Status candidates who wish to be considered under both merit promotion and competitive procedures must submit two (2) complete applications. When only one (1) application is received, it will be considered under merit promotion procedures only.

Veterans: Attach a copy of your most recent DD-214, "Certificate of Release or Discharge from Active Duty" or letter from the Veterans Administration documenting your military service. If you are claiming 10-point veteran's preference, you must also attach an SF-15 "Application for 10-Point Veterans' Preference" plus the proof required by that form. For more specific information about your veteran's preference and eligibility, please visit <http://www.opm.gov/veterans/>. When one application is received, it will be considered under competitive procedures only. Veterans who also wish to be considered under merit promotion procedures, must submit two separate, complete applications.

Applicants with Disabilities: If you are seeking an excepted appointment based on a disability, please attach a certification from a State or District of Columbia rehabilitation counselor indicating that you can perform the duties of the position and are eligible for an excepted appointment based on a physical or mental disability.

STEP 4: Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO using the information below.

Send your complete Application Package to:

Application Processing, STP: HCD
U.S. Government Printing Office
732 N. Capitol Street, NW
Washington, DC 20401
FAX: (202) 512-1292
Email: applicationprocessing@gpo.gov

For Additional Information please contact:

Human Capital Department
Phone: (202) 512-1124
TDD: (202) 512-1519

Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement. Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.

Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.

PRE-EMPLOYMENT CONSIDERATIONS:

Selectees must successfully pass a drug test and background check before appointment. Current GPO employees are not subject to these requirements.

GPO may pay relocation costs.

BENEFITS:

The Federal government offers a number of exceptional benefits to its employees. We offer a broad array of benefits programs and family friendly flexibilities to meet your and your family's needs. These benefits include, but are not limited to: health care, life insurance, flexible spending and dependent care accounts, annual and sick leave, long-term care insurance, and retirement savings plans. For more information about these benefits, please visit <http://www.usajobs.opm.gov/ei61.asp>.

GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.

GPO is an equal employment opportunity employer.